

**BUILDING & GROUNDS COMMITTEE MEETING
MINUTES
March 26, 2018**

Members Present: Pam Deppe, Brad Miller, Jason Ratts

Members Absent: Vera Small, Jeff Thomas

Others Present: Gregory Kurtenbach, Johnathan Kurtenbach, Tom Kurtenbach, Patty Meyer, Wayne Rovey, Todd Smith, Denise E. McCrady (Secretary)

Chair Ratts called the meeting to order at 5:00 p.m.

Ratts requested a motion to approve the February 26, 2018 minutes. A motion to approve the minutes was made by Deppe and seconded Miller. Motion carried (3-0).

Patty Meyer, Facilities Manager, presented to the Committee her monthly report. Items included National Facilities Management Conference, the painting and carpet replacement on the 5th, 6th and 7th floors of the Courthouse, the tulip/flower beds, the purchase of a RIGID freeze machine, upcoming project and upgrades of the new CAC building, the RFP for the elevator project, leaking issues with hard rains on the 4th floor, the deterioration and busting of a hot water pipe in the Circuit Clerk's Office, and the end of the mail machine lease with the \$1 purchase of the machine.

Wayne Rovey, Information Systems, addressed the Committee requesting approval to send Alisa Smock, Systems Analyst, to the JANO User Conference held in Champaign on May 8-10. The JANO Justice System is utilized by the Circuit Clerk's Office. A motion to approve the request was made by Miller and seconded by Deppe. Motion carried (3-0).

Rovey reported to the Committee that training for the new finance system will be held in August, September and October and will go live in December. The Human Resources and Payroll component will go live in April.

There was no old business or public comment.

Ratts requested a motion to approve the requisitions. A motion to approve the requisitions was made by Deppe and seconded by Miller. Motion carried (3-0).

A motion to adjourn was made by Miller and seconded by Deppe. Motion carried (3-0). Meeting adjourned.